

DEGREE WORKS QUICK REFERENCE GUIDE



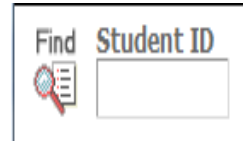
I. Log In

- 1.) User ID: Same as used for Wingspan Login
- 2.) Password: Same as used for Wingspan Login

II. Finding a Student

You can locate a student by one of the following ways:

- a. **Find:** Click on the Find button located at the top left corner of the page.
 - i. A window should automatically appear that contains search criteria
 - ii. All students that meet the indicated criteria will appear in the lower half of the same window.
 - iii. Click on the “Uncheck All” button and then click in the box next to the student you are seeking then press enter or Click the “OK” box.



ID	Name	Degree	Major	Level	Winthrop Class Level
<input checked="" type="checkbox"/> W114	Alvr	BME	Instrumental Music	UG	Senior
<input checked="" type="checkbox"/> W113	Ami	BME	Instrumental Music	UG	Junior
<input checked="" type="checkbox"/> W118	Ang	BME	Instrumental Music	UG	Sophomore
<input checked="" type="checkbox"/> W105	Arrr	BME	Choral Music	UG	Junior
<input checked="" type="checkbox"/> W118	Bas	BME	Choral Music	UG	Freshman
<input checked="" type="checkbox"/> W117	Ben	BME	Instrumental Music	UG	Sophomore
<input checked="" type="checkbox"/> W113	Bett	BME	Instrumental Music	UG	Senior

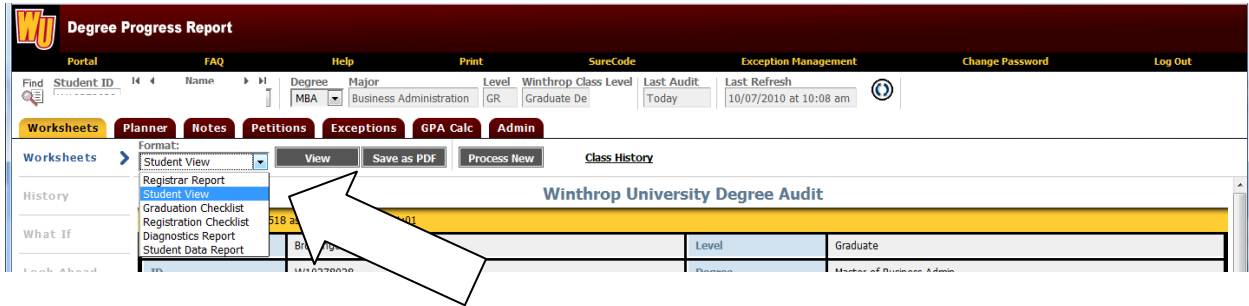
- b. **Search:** Type in the Student’s ID number in the Search Box and press enter
 - i. Student ID: Wxxxxxxxx (Capital “W” and Eight Digit Winthrop ID Number)

Find	Student ID	Name	Degree	Major	Level	Winthrop Class Level	Last Audit	Last Refresh
<input type="text"/>	W114	Alvr	MBA	Business Administration	GR	Graduate De	Today	10/07/2010 at 10:08 am

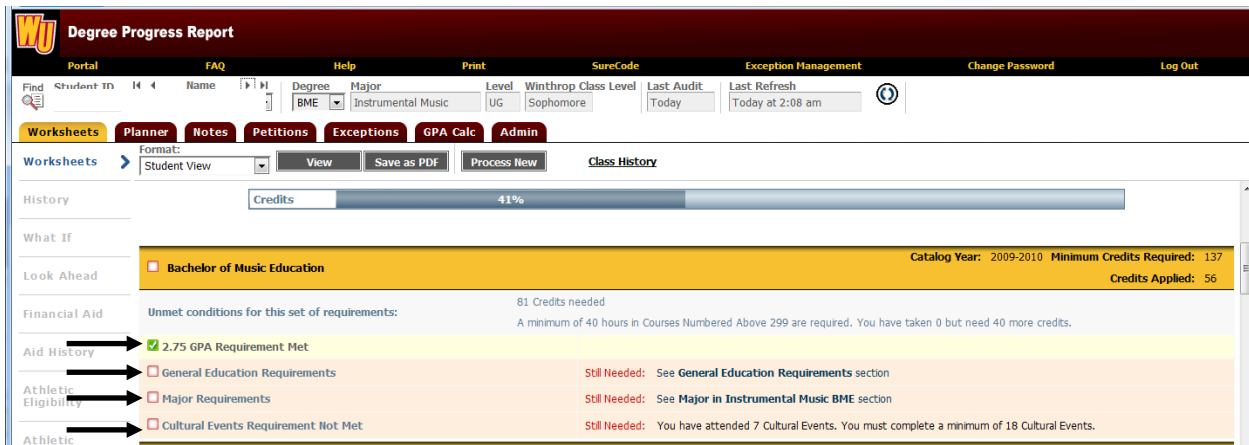
III. Audit Worksheet Views

Once you have selecting the student, the audit should automatically appear. Degree Works offers several different views of a student audit. As a default, you will see the “Student View.”

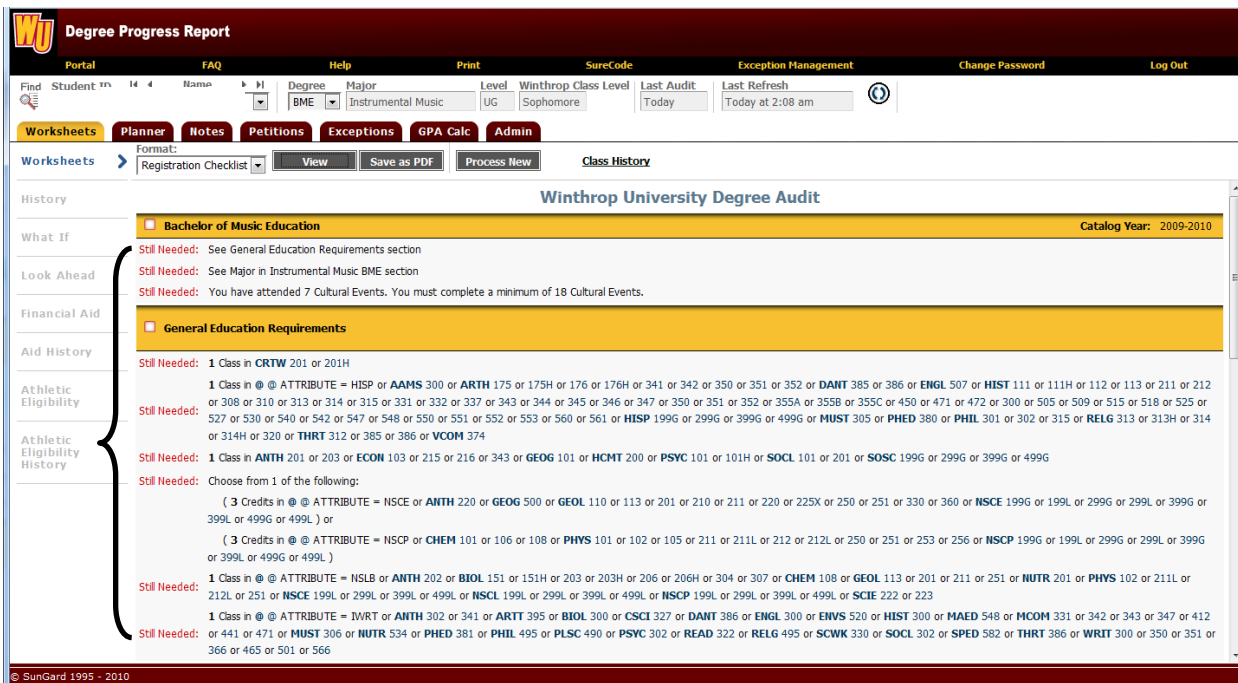
NOTE: To toggle between the different views, please click on the drop down box and select the appropriate view. Once the view is selected, please click on the “View” button.



a. **Student View:** Shows all requirements both completed and not completed.



b. **Registration Checklist:** Shows only what requirements that need to be completed.



- c. **Graduation Checklist:** Similar to Student View; only shows the courses and the requirement met but doesn't include Grades or when courses were completed.

WU Degree Progress Report

Portal FAQ Help Print SureCode Exception Management Change Password Log Out

Find Student ID: [] Name: [] Degree: [BME] Major: [Instrumental Music] Level: [UG] Winthrop Class Level: [Sophomore] Last Audit: [Today] Last Refresh: [Today at 2:08 am]

Worksheets Planner Notes Petitions Exceptions GPA Calc Admin

Format: Graduation Checklist View Save as PDF Process New Class History

History	<input checked="" type="checkbox"/> 2.75 GPA Requirement Met	
What If	<input type="checkbox"/> General Education Requirements	
	<input type="checkbox"/> Major Requirements	
Look Ahead	<input type="checkbox"/> Cultural Events Requirement Not Met	
Financial Aid	Blocks included in this block General Education Requirements Major in Instrumental Music BME	
Aid History	<input type="checkbox"/> General Education Requirements	Catalog Year: 2009-2010 Minimum Credits Required: 46 GPA: 3.300 Credits Applied: 33
Athletic Eligibility	<input checked="" type="checkbox"/> Principles of the Learning Academy	ACAD 101
	<input checked="" type="checkbox"/> Composition-Intr to Academic Discourse	WRIT 101 (T)
Athletic Eligibility History	<input type="checkbox"/> Critical Reading, Thinking & Writing	
	<input checked="" type="checkbox"/> Quantitative Skills	MATH 150
	<input checked="" type="checkbox"/> Logic/Language/Semiotics	MATH 150, SPCH 201
	<input checked="" type="checkbox"/> Oral Communication	SPCH 201
	<input checked="" type="checkbox"/> TECHNOLOGY	
		MUST 121
	<input type="checkbox"/> The Human Experience, Who am I	HMXP 102 (IP)
	<input checked="" type="checkbox"/> Global Perspectives	HIST 113 (T)
	<input type="checkbox"/> Historical Perspectives	

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IV. Components of the Degree Audit

- a. **Student Information**
- b. **Legend**
- c. **Estimated Degree Progress Bars**
- d. **Degree Requirements**
- e. **General Education Requirements**
- f. **Major Requirements**
- g. **Concentration Requirements (if applicable)**
- h. **Minor Requirements (if applicable)**
- i. **General Electives**
- j. **Withdrawn, Repeated, and Failed Courses**
- k. **In Progress Courses**

V. “What If” Scenarios for Students planning to change the major or add a minor

- Click on the “What If” option located on the left side of the worksheet
- Select the criteria for the intended major.
- Click the “Process What If” button located at the top of the page

- A new audit worksheet should appear with the criteria as indicated.

Course	Still Needed
<input type="checkbox"/> Cultural Anthropology	Still Needed: 1 Class in ANTH 201
<input type="checkbox"/> Intro to Comp & Info Processing	Still Needed: 3 Credits in CSCI 101 and 101A and 101B and 101C
<input type="checkbox"/> Introduction to Political Economy	Still Needed: 1 Class in ECON 103
<input type="checkbox"/> Statistics	Still Needed: 1 Class in MATH 141 or SOCL 316 or QMTH 205
<input checked="" type="checkbox"/> American Government	PLSC 201 American Government B- 3 Fall 2009
<input type="checkbox"/> General Psychology	Still Needed: 1 Class in PSYC 101 or 101H
<input type="checkbox"/> BIOLOGY OR SCIENCE	Still Needed: Choose from 1 of the following:
<input type="checkbox"/> Biology of Aging	(1 Class in SCIE 301) or
<input type="checkbox"/> Elements of Living Systems	BIOL 150 Elements of Living Systems B 3 Fall 2009
<input type="checkbox"/> Elements of Living Systems Honors	(1 Class in BIOL 151) or
<input type="checkbox"/> Introduction to Social Work	(2 Classes in BIOL 150H and 151H)
	Still Needed: 1 Class in SCWK 200